



RACE/ORGANIZED WALK PERMIT APPLICATION

Non-refundable application Fee: Nonprofit: \$50 For profit: \$75

Permit application must be submitted 60 days prior to event

Please submit applications to:

City of Wilmington
Recreation & Downtown Services Division
Attn: R.T. Jones
302 Willard Street
Wilmington, NC 28401
Email: rt.jones@wilmingtonnc.gov
Fax: (910) 341-7854

For information or assistance completing application, please contact (910) 341-0079

GENERAL INFORMATION

Name of the event: _____

Date of the event: _____

Event organizer (sponsor): _____

Non Profit Organization* ☐ Yes ☐ No

**If nonprofit organization attach proof of tax-exempt status*

Pre-Event Contact Person: _____

Phone 1: _____ Phone 2: _____

Mailing address: _____

Email address: _____

Day of Event Contact Person: _____

Phone 1: _____ Phone 2: _____

Email address: _____

Event Description: _____

EVENT DETAILS

Setup Date: _____ Start Time: _____ End Time: _____

Event Date: _____ Start Time: _____ End Time: _____

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

Estimated Number of Volunteers: _____ Location of Parking: _____

Road Closure: ☐ Yes ☐ No

Describe: _____

Police Safety/Traffic Control ☐ Yes ☐ No

Portable Restrooms: ☐ Yes ☐ No

Amplified Sound: ☐ Yes ☐ No Describe: _____

Vendors* (provide # of vendors/type of vendors): _____

**City Staff will inform you if vendors are required to have/obtain a City Privilege License.*

Clean-up Plan (please describe below)

INTERNAL USE ONLY

Department	Approval	Review
Community Services Dept.		Date Submitted:
Traffic Engineering Division		Date Approved/Denied:
Police Department		Date Approved/Denied:
Solid Waste Division		Date Approved/Denied:
		Cleanup Start/Finish:
Streets Division		Date Approved/Denied:
Fire Department		Date Approved/Denied:
City Attorney		Date Approved/Denied:

Reason for denial: _____

APPENDIX A - SITE PLAN/TRAFFIC CONTROL PLAN

Use this sheet to clearly illustrate your event route, set up and finishing areas, any transition areas, port-a-johns, vendors (if applicable), parking as well as your traffic control and security/safety plans. Please be specific and include additional paper if needed.

APPENDIX B – FEE SCHEDULE

Fee	Nonprofit	Private/For Profit
Non refundable Application Fee	\$50	\$75
Traffic Control Plan**	\$100	\$100
Participation Fee (payable after the race)	\$1.00 per participant	\$1.00 per participant
Refundable Clean-up Deposit	See Appendix C	See Appendix C
Street Closure Barricades**	\$35 for each closure (includes two barricades). Additional barricades are available at \$10 each. Supplies are limited	\$35 for each closure (includes two barricades). Additional barricades are available at \$10 each. Supplies are limited
Wilmington Police Officers**	\$30 per officer/hour with a four hour minimum	\$30 per officer/hour with a four hour minimum

**Where applicable

APPENDIX C – REFUNDABLE CLEANUP DEPOSIT FEE REFUNDABLE SCHEDULE

Total Course Miles within City of Wilmington	Projected Participants/Spectators	Refundable Clean-up Deposit
0-5	0-50	\$200.00
	51-100	\$200.00
	101-200	\$300.00
	201-500	\$500.00
	501+	\$500.00
5.1-20	0-50	\$300.00
	51-100	\$300.00
	101-200	\$500.00
	201-500	\$1000.00
	501+	\$1000.00
20.1+	0-50	\$500.00
	51-100	\$500.00
	101-200	\$1000.00
	201-500	\$1000.00
	501+	\$1000.00

APPENDIX D - SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE 11/29/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency Name & Address:		CONTACT Person & agency to call w/ ?'s Name () - () Email of person & agency to write for ?'s Agency's internal ID code for insured	
POLICY Name & Address of Contractor/Vendor *** The name should match the contract***		INSURER(S) PROVIDING COVERAGE INSURER A: Name of Insurance Company (A) INSURER B: Name of Insurance Company (B) INSURER C: Name of Insurance Company (C) INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

POL. LTR.	TYPE OF INSURANCE	ACORD FORM NO.	POLICY NO.	POLICY EFF. DATE	POLICY EXPIRATION DATE	COVERAGE	LIMITS
A	GENERAL LIABILITY	101	123456	10/01/2011	10/01/2012	EACH OCCURRENCE DAMAGE TO RENTED EQUIPMENT (Per occurrence) MEDICAL (Any one person) PERSONAL & ADULTERY GENERAL AGGREGATE PRODUCTS - COMPLETION	\$ 1,000,000 \$ 100,000 \$ 5,000 \$ 1,000,000 \$ 2,000,000 \$ 2,000,000
A	ANY AUTO	101	123456	10/01/2011	10/01/2012	COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
B	UMBRELLA LIAB	101	123456	10/01/2011	10/01/2012	EACH OCCURRENCE AGGREGATE	\$ 5,000,000 \$ 5,000,000
C	EMPLOYERS' LIABILITY	101	123456	10/01/2011	10/01/2012	EL EACH ACCIDENT EL DISEASE - EACH EMPLOYEE EL DISEASE - POLICY LIMIT	\$ 500,000 \$ 500,000 \$ 500,000
A	Professional Liability	101	123456	10/01/2011	10/01/2012	Each claim limit Aggregate limit	\$ 1,000,000 \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

CERTIFICATE HOLDER City of Wilmington its officers, officials, agents, and employees PO Box 1810 Wilmington NC 28402-1810	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

ACORD 25 (2009/09)
INS025 (2009/09)

The ACORD name and logo are registered marks of ACORD © 1985-2009 ACORD CORPORATION. All rights reserved.

APPENDIX E - RELEASE AND INDEMNITY AGREEMENT, PERMITTEE

AGREEMENT TO RELEASE AND INDEMNIFY THE CITY OF WILMINGTON, NC FOR EVENT
_____ TO BE HELD ON _____,
20____ BY _____
Entity/permittee

In consideration of the issuance of the permit herein applied for by the City of Wilmington, North Carolina (hereinafter "City") to _____
(hereinafter "Permittee") for the above event and other good and valuable consideration, Permittee hereby agrees as follows:

To the fullest extent permitted by law, Permittee shall release, indemnify, keep and save harmless the City its officers, officials, agents and employees (hereinafter collectively "Releasees") from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether, officers, officials, agents or employees of the City or third persons, and to all property proximately caused by, incident to, resulting from, arising out of or occurring in connection with Permittee's use or occupancy of the City's trails, sidewalks, rights-of-way and/or pedestrian ways or alternative routes as may be permitted pursuant a permit (or by any person acting for Permittee or for whom Permittee is or is alleged to be in any way responsible), whether such claim is based in whole or in part on contract, tort (including alleged active or passive negligence or participation in the wrong) or upon an alleged breach of any duty or obligation on the part of Releasees.

The provisions of this agreement shall include any claims for equitable relief or for damages (compensatory or punitive) against the Releasees including alleged injury to the business of any claimant, and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, cost and expenses. Expenses as used herein shall include without limitation the costs incurred by Releasees in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason of the assertion of any such claim against Releasees. Permittee expressly understands and agrees that any insurance protection required as a condition to the issuance of the permit herein applied for, or otherwise provided by Permittee, shall in no way limit Permittee's responsibility to release, indemnify, keep and save harmless and defend Releasees as herein provided.

Permittee expressly accepts those portions of the City's trails, sidewalks, rights-of-way and/or pedestrian ways to be used for the event identified in Permittee's application for a permit (hereinafter the "Event") and any alternative route used in their present condition.

The intention of Permittee and the City is that this release and indemnity be incorporated into any permit for the Event issued by the City. It is further the intention of the Permittee and the City that this release and indemnity be broadly construed and applied in favor of Releasees, subject to the limitations, if any, set forth in N.C.G.S. § 22B-1.

Signed this _____ day of _____, 20_____.

APPROVED AS TO FORM
By: City Attorney

Name of Permittee/Entity

By: _____
Name of Representative, Title

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public for said State and County, do hereby certify
that _____, _____ personally appeared before
me this day and acknowledged authorization and the due execution of the foregoing instrument on behalf
of _____.

Witness my hand and official seal, this the _____ day of _____, 20____.

My Commission Expires: _____

[SEAL]

Notary Public